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ABSTRACT

This procedures manual is designed to help book selectors at the University of Toledo Libraries understand their responsibilities in performing their various tasks in regards to building, maintaining, and expanding the libraries' collections to support the university's teaching, research, and service goals. To this end, selectors must have thorough knowledge of the existing collections and of the needs of the colleges and departments, skill in the techniques of materials selection, and full understanding of the libraries' procedures for disposition of gift books, adding replacement copies, and repair, rebinding, and weeding decisions. Selectors must be able to perform evaluation studies of sections of the collection for purposes of accreditation, program review, and expansion, or in other situations requiring a determination of adequacy. These areas of competency and the duties associated with them are outlined in the manual. Appendices include: procedures and a form for preparing book purchase requests; replacement copies procedures; guidelines for collection evaluation; a replacement/repair/rebind decision slip; a collection development reclassification decision slip; and a gift and exchange division form. (THC)

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# Collection Development Procedures Manual

## Library Programs Division

## University of Toledo Libraries

U.S. DEPARTMENT OF EDUCATION
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First Edition, August 1984

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# Collection Development Procedures Manual

## Introduction

The planned and systematic development of the University of Toledo Libraries' collections relies heavily upon skilled book selection. Working under the direction of the Coordinator of Collection Development, book selectors should continually seek to shape the Libraries' collections so that they will reflect and support the teaching, research and service goals of the University. To this end, selectors must have thorough knowledge of the existing collections and of the needs of the colleges and departments, as well as skill in the techniques of materials selection, and full understanding of the Libraries' procedures for disposition of gift books, adding replacement copies, and repair, rebinding and weeding decisions. They must be able to perform evaluation studies of sections of the collection for purposes of accreditation, program review and expansion, or in other situations requiring a determination of adequacy. These areas of competency and the duties associated with them are described below.

## I. Collection Development

### A. KNOWLEDGE OF THE COLLECTIONS

Book selectors are expected to understand the present scope of the Carlson Library and Scott Park collections and their relationship to the academic programs offered by the University. In addition to the traditional book materials, selectors must have familiarity with the wide range of formats acquired by the Libraries including journals, serials, government documents, manuscripts, media, special microform collections and maps.

Although knowledge of the collection by means of the card catalog, the Central Serials Record, and associated indexes is important, book selectors will need to physically inspect and study the collection itself.

Book selectors are encouraged to become familiar with the collection of The University of Toledo Law Library. Areas of strength in neighboring institutions such as the Toledo-Lucas County Public Library, The Bowling Green State University Libraries, The Medical College of Ohio Library, and The Toledo Museum of Art Library, and the ways in which they complement and supplement our collections, should be understood as well.

Given this background, book selectors will periodically evaluate assigned collection areas in accordance with standard evaluation procedures agreed upon with the Coordinator for Collection Development. (See Guidelines for Collection Evaluation, page 20).

B. KNOWLEDGE OF COLLEGE AND/OR DEPARTMENTAL NEEDS

Book selectors shall serve as liaison between the library and assigned academic departments in all matters pertaining to collection development and evaluation. By maintaining frequent contacts with the department's faculty members, especially the department's chairman and its library representative, selectors will become informed of changes in academic emphasis, and aware of individual research specializations. Through careful study of the UT catalog, new degree and course proposals, and course syllabi, book selectors can continue to shape the Carlson Library and Scott Park collections so that they will support all the academic programs of the University including graduate,

undergraduate, community and technical, and continuing education. On campus publications such as faculty senate minutes, the Collegian, UTopics, and college newsletters provide additional sources of information. (See Guidelines for Collection for Collection Evaluation, page 20).

Closely related to the liaison function is an understanding of the purpose of the departmental library allocation for retrospective purchases. Book selectors should keep abreast of the current status of this allocation, and consult with the department's library representative from time to time as to its utilization.

C. TECHNIQUES OF MATERIALS SELECTION

To carry out their responsibilities for collection development and evaluation and to meet departmental needs, skill in book selection techniques is essential. For current materials, book selectors must have a basic understanding of the Approval Plan profile and detailed familiarity with assigned subject areas. They should also actively participate in periodic reviews and revisions of it with Acquisitions Department personnel. Further, they are expected to review titles appearing on notification slips and make recommendations as to their purchase. When questions arise concerning the relevancy of highly specialized titles, book selectors will consult with departmental library representatives or the appropriate teaching faculty. An awareness of academic areas not covered by the Approval Plan profile such as law, medicine, art, and religion will further aid selectors in monitoring the collection for related titles which otherwise might be missed.

For retrospective materials, book selectors will use national, trade, and subject bibliographies. They are expected to routinely review publishers' and dealers' catalogs for new offerings, especially foreign publications, reprints, and out-of-print items, which are not covered by the Approval Plan. Cognizance of current book selection aids will assist selectors in making decisions as to a title's value for the collection. This is particularly true for expensive key materials which, while falling within the Approval Plan profile, may require special consideration. (To order book and other printed materials not automatically received on the Approval Plan, see Preparing Book Purchase Requests, BPR's, page 15).

## II. Collection Maintenance

### A. Weeding

Most of the materials in the general collections of The University of Toledo Libraries are retained. However, such considerations as discontinued academic programs, cost of maintaining materials no longer useful and space limitations may necessitate the withdrawal of certain kinds of materials. The background and skills needed for making weeding decisions closely parallel those required for performing collection development responsibilities. (See I. Collection Development). But in addition, book selectors will always consult the Canaday Center in the event that possible first or limited editions or otherwise rare books are identified. When weeding, special emphasis should be placed on the following considerations:

1. Consider for retention:
   a. Landmark publications, standard titles, and primary source materials.
   b. Bibliographies, indexes, catalogs, and other publications of long-term reference value.
   c. Materials listed in special bibliographies, indexes, or catalogs.
   d. Items of local and regional importance.
   e. Specific items related to known interests of the University community.
   f. Duplicates of titles held in the Canaday Center and the University Archives to facilitate the use of such materials by providing circulating copies.
   g. Titles, including duplicates, with a significant circulation history.
2. Consider for discard:
   a. Titles duplicated in the library in other formats such as microforms or reprints.
   b. Titles superseded by cumulative editions such as indexes or abstracts, or included in unabridged editions.
   c. Separates, offprints, or reprints when the same information is available in a bound volume.
   d. Multiple copies unless needed to meet circulation demands.
   e. Textbooks.

f. Books written in foreign languages if not useful for the teaching of those languages, not part of the instructional programs, or which have not circulated recently.

g. Titles supporting discontinued academic programs.

h. Early editions of complete works poorly printed on disintegrating paper unless scholarly bibliographical apparatus such as notes, introduction, editorship, or publisher warrants retention.

B. Replacement, Repair, and Rebinding

Decisions regarding replacement, repair and rebinding of titles already in the collections are also a function of Collection Maintenance. A section of shelving in the Processing Department is reserved for material requiring such decisions. Such titles will come to the attention of book selectors in two ways:

1. The selector may discover these volumes while routinely evaluating his/her assigned sections.
2. They may also be routed from the Circulation Department when damage or defects are noted.

The following options for disposition will be reviewed by book selectors:

1. Is the title still needed in the collection? If not, a Replacement/Repair/Rebinding (R/R/R) Decision Slip (see page 26) should be checked "Withdraw this copy" and the book placed on the "Withdraw" shelf.

2. If the book is needed and can be repaired, it should be placed on the "Repair" shelf and the R/R/R Decision Slip checked"Repair". No further Collection Development action is required. If, however, the book cannot be repaired, the Circulation Department will return it to the shelf marked "Can't be repaired" checking "This title cannot be repaired" box, and the book selector will then consider replacement.

3. If repair is simply a matter of obtaining missing pages, check "Replacement pages needed" box on the R/R/R Decision Slip, place on the appropriate shelf, and the Coordinator for Collection Development will make arrangements with Interlibrary Loan for securing them.

4. If the title is needed, and repair is not feasible, replacement procedures should be initiated. In-print items can be replaced with comparative ease. Since replacement of out-of-print titles is a slow and expensive process, careful consideration should be given to repair and/or rebinding. If it is suspected that the copy was defective when received, consider requesting a replacement from the publisher. In any case, the appropriate action box should be checked on the R/R/R Decision Slip, and the book place on the "Replace book" shelf. Information such as edition required, price, publisher, ISBN, etc., can be noted on the back of the R/R/R Decision Slip.

5. If the body of the text is usable, but the cover or spine are damaged or deteriorating, a R/R/R Decision Slip should be checked "Bindery" and placed on the "Bindery" shelf. If doubt exists as to the feasibility of rebinding, the head of the Serials Department should be consulted.

6. In cases where the title is exceptionally important, and neither replacement, repair, or rebinding is a workable solution, the Director of the Canaday Center should be consulted as to appropriate conservation measures.

C. Replacement Copies

Book selectors will evaluate the importance to the collection of lost or delinquent titles routed to them by the Coordinator of Collection Development.If necessary, they will consult with the appropriate faculty member when making a decision. (See Replacement Copies Procedures, page 18).

D. Reclassification of the Dewey Collection

The basic reason for reclassing the Dewey Collection is convenience for library users. However, reclassification also provides an opportunity to weed out inappropriate, obsolete, or duplicate material and to repair, restore, and upgrade the physical condition of materials retained. (See II B, Replacement, Repair, and Rebinding page 6). Every book to be reclassed is first reviewed by a book selector to determine whether the item is to be retained or discarded. Their decisions, in turn are reviewed by appropriate classroom/research faculty.

Guidelines for Withdrawal Decisions

Considerations for retention/withdrawal decisions are identical with those enumerated for weeding. (See II A, Weeding, page 4).

Withdrawal Procedures

1. When a decision to withdraw a given title is made, the book selector communicates this to the Processing Department by marking a clear "W" in pencil on the circulation card pocket.

2. A Reclassification Decision slip (see page 26) should then be placed in the book to indicate to the classroom/research faculty that the book is scheduled for withdrawal. Notes to the faculty can be pencilled on the slip to justify a withdrawal decision. Examples are "later edition in LC" with the LC call number, "replacement copy ordered", and "textbook." Slips should be initialed and dated by the book selector, and placed in the pocket so that the top of the slip projects above the cover of the book.

3. When review of a subject section is complete, appropriate members of the faculty are invited to reevaluate all books marked for withdrawal.

They should indicate their agreement or disagreement with the book selector's decision on the Reclassification Decision slip, and initial the slip in the appropriate place. The Library will make the final decision as to whether or not a book will be retained, but objections to a withdrawal by a faculty member will be given most serious consideration.

4. The Processing Department then removes all the books from the section reviewed and either disposes of them, or produces new cards and labels with LC call numbers. Catalog Maintenance removes the Dewey catalog cards, and files new cards in the LC Catalog.

III. Gift Books

Until the adoption of the Approval Plan approach in 1970, The University of Toledo Libraries operated with very restricted materials budgets. Acquisition of materials was highly selective, and geared largely to the support of undergraduate programs. Consequently, gift materials are significant as a means of providing older titles, many of them out of print, difficult to locate and expensive. This has proved of most importance in the humanities areas, where we still add an estimated twenty per cent of gift titles received, but some significant material is received for almost every subject area in the course of a year. Further, gift books often serve as replacements for badly worn or missing titles, and provide added copies for titles with heavy circulation records.

A. RECEIPT AND ACKNOWLEDGEMENT OF GIFT BOOKS

All offers of gift materials are routinely referred to the Coordinator or Assistant Coordinator of Collection Development. Gifts of material located on campus are generally accepted without reservation. The donor is instructed to notify Work Control if assistance is required in transporting material to the Library. If boxes are required, the Library Business Service Officer will supply them. Gifts originating on the Community and Technical College campus are sent to the Head of Information Services there.

Gifts from off campus sources brought to the Library by the donor are treated as on campus materials. However, large off campus collections requiring special transportation are inspected on site, if possible, by the Coordinator for Collection Development for selection of relevant materials. The Canaday Center and Archives are notified if off campus gifts appear to be relevant to their collections, and they, in turn, notify the Coordinator for Collection Development when materials suitable for the general collection come to their attention. Upon receipt, gift materials are counted and a pink Gift and Exchange slip (see page 27) filled out. Slips for gifts to Carlson Library are forwarded to the Director's office, where a letter of acknowledgement to the donor will be prepared. Gifts for the Community and Technical College Library and the Technological Media Center are acknowledged separately.

B. Disposition of Gift Materials

Book selectors may be asked to assist the Coordinator for Collection Development in making decisions as to gift materials disposition.

Gifts are first sorted by type of material. Serials are forwarded to the Serials Department, government documents to the Documents Department, pamphlets and maps to the Map Department, media to the Technological Media Center. Materials which may be of value to the Canaday Center or Archives be forwarded there for disposition. Books are judged as to whether they are desirable additions to the collection. In general, the basic criteria are the same as for new purchases with emphasis placed on physical condition. Rebinding or repair should be considered when the material warrants. If a title is deemed appropriate to add to the Libraries' collections, including the Community and Technical College Library, it is sent to Acquisitions for searching, and added if it is not already owned. If a duplicate, Collection Development decides whether an additional copy is needed.

Titles not to be added, including unneeded duplicates, are disposed of in several ways. First refusal is given to Bowling Green State University Libraries. Materials in their special subject areas is offered to the UT Law Library, the Medical College of Ohio, and the Toledo Museum of Art Library. When appropriate, the Toledo-Lucas County Public Library or Lourdes College may be contacted. Select items may be sent to the West Virginia Library Commission for exchange.

Items not disposed of by these means are put up for sale. Special collections may be advertised for competitive bid. The remaining titles will be put out for sale at a nominal price, with a few items of obviously greater value being placed in the Canaday Center and individually priced. Items deemed unsaleable are boxed, sealed, and discarded.

Concluding Note:

While the final responsibility for establishing book selection priorities and setting collection limits ultimately resides with The University of Toledo academic administration and its faculty, book selectors will become increasingly responsible for building, maintaining, and expanding the library's collections so that they will support the University's academic goals. It is hoped that this procedures manual will prove to be a helpful guide to book selectors in understanding their responsibilities and in performing their varied tasks. No attempt has been made to cover all possible departures from the norm, nor all the extenuating circumstances which inevitably will present themselves in the course of collection building. Should questions arise, however, book selectors should feel free to request assistance from the Coordinator for Collection Development, or in his absence, the Assistant Coordinator for Collection Development.

*Preparing Book Purchase Requests (BPR's)*

Book Purchase Requests are used for ordering books, replacement copies, standing orders, government documents, microfilm, and new periodical subscriptions. Backfiles for serials, sets and periodicals also require a BPR. Thus, if ordering a new periodical subscription as well as backfiles of it, two BPR's for the same title will be required.

There are two variant BPR forms in circulation. One is pink and brown with a preformed pocket and an attached yellow carbon copy which may be retained by the requester. When available, this is the preferred form, but either may be used. The other is green and white, and is designed to be folded and stapled to form a pocket. The information desired is the same on both forms, and the layout is identical. The following guidelines are to assist you in filling out the forms. This form is used for keypunching, hence some of the boxes are numbered (e.g. *51/52*). This can be ignored in filling out the form. Lettered-in numbers in the boxes on the sample BPR on page 17 correspond to the numbered instructions which follow:

1. AUTHOR: Provide author's complete name, last name first. For corporate authors, give as much information as is available. If there is no author, leave the box blank.

2. TITLE: Give the title as completely as space will allow.

3. EDITION: (a) May be 2nd, 3rd, etc.; or date of edition; or reprint and date.
   (b) If only one particular edition is acceptable, specify (e.g., *1940 only*). If edition is not specified, the latest available edition will be ordered.
   (c) If reprint, date of original here (e.g., *reprint of 1947 ed.*).

4. PLACE: City with standard two-letter state abbreviations. City and country for foreign publications.

5. PUBLISHER: Name of firm. Address also for obscure publishers and private printings.

6. DATE OF PUBLICATION: Should be the date for the edition ordered. If the order is for a reprint, the date of the reprint edition goes here; the date of the original goes in the EDITION box.

7. NO. OF VOL. IN SET: Fill in only if there is more than one volume (*e.g., 3 v.*), or if only part of set is desired (*e.g., v. 3 only*).

8. SERIES: If the desired book is part of a series, give name of series and volume number for the item desired (e.g., *Classical Studies*, v. 13).

9. SPECIAL INSTRUCTIONS: Frequently there are none. Some examples are; *Place on reserve*; *Replacement*; *STO (for standing order)*; *Subscription*; *Backfile*; *and Catalog reference*. Other special instructions *are RUSH* meaning order immediately.

10. NO. OF COPIES: Specify number required, even if only one.

11. PRICE: Specify currency if not U.S. If more than one copy is being ordered, indicate whether this is price per copy or total cost.

12. DEALER'S CATALOG: If several orders are being placed from one catalog, full information is required only once, but catalog and item or page number are needed on *each BPR*. Forward catalog when possible.

13. NAME: Your name or name of person who originally wanted the book.

14. DEPT.: (a) CD if it is a Collection Development order.
(b) Recognizable abbreviation for academic or library department if on their account. All expenditures from departmental funds must be approved by the departmental library representative.

15. AUTHORIZED: Leave blank.

16. ISBN NUMBER: There are thirteen blocks in the ISBN box. All ISBN numbers have ten digits, separated into four unequal groups by three dashes (e.g., *3-7657-119903*, *or 0-226-70675-3*).
Do not use this number if the dashes are not included on your source. ISBN numbers are not used.

17. LC CARD NO.: Has two digits, a dash and then a varying number of digits (e.g., *56-432*, *or 77-87654*).

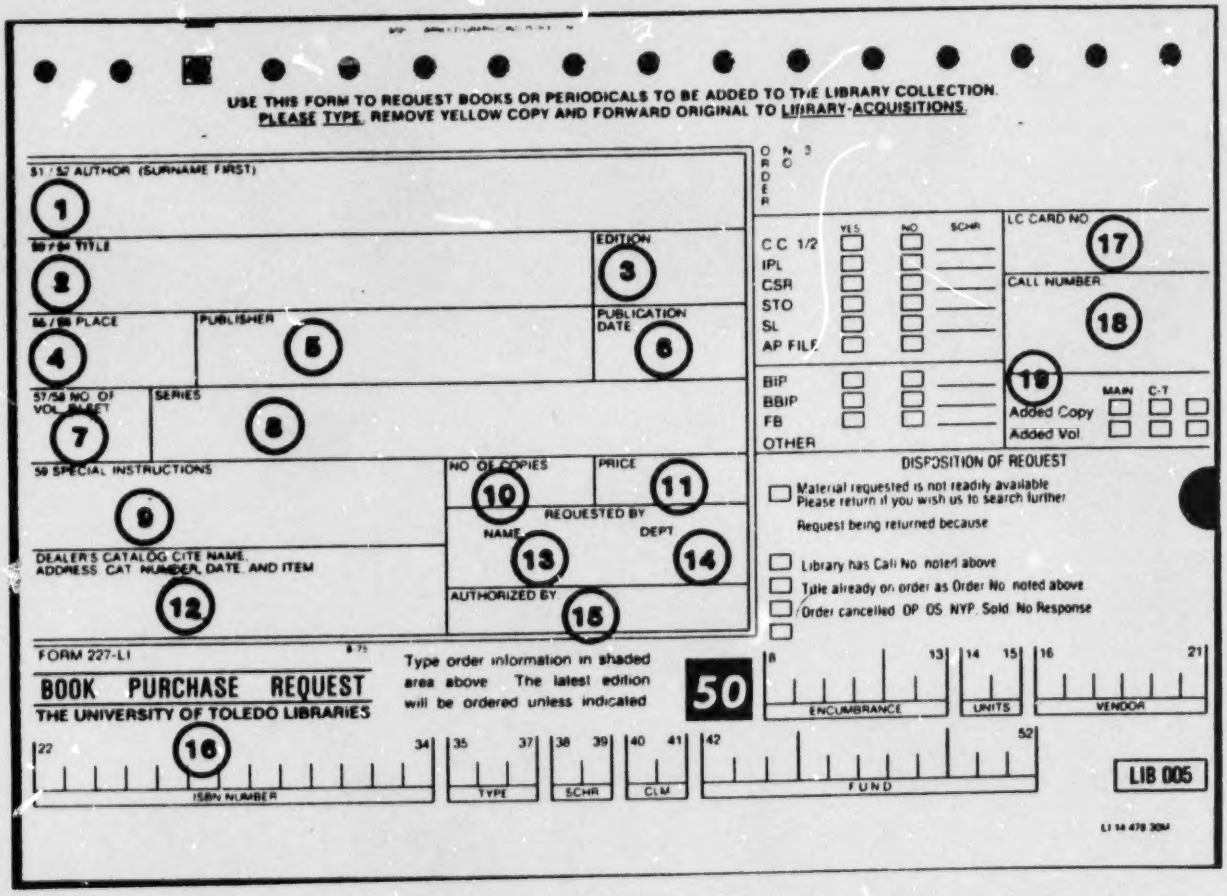
18. CALL NUMBER: It must be used when ordering replacement copies, additional copies, or volumes. The complete number is required.

19. ADDED COPY/ADDED VOLUME: Check added copy for additional copy of title already in the card catalog, even if missing, or a replacement. Check added volume for titles completing set or series.

20. FUND: Leave blank.

21. Leave blank back of pink and brown form, or bottom half of green and white form.

Route all BPR's to Collection Development Coordinator or Assistant Coordinator for final approval and fund assignment. The remaining sections of the form will be completed by Acquisitions Department personnel. All BPR's with insufficient information will be returned to the originator. The original copy will be returned to the originator when the title is processed, or if searching reveals that the library already has the title. The copy may be forwarded FYI to interested faculty members.



USE THIS FORM TO REQUEST BOOKS OR PERIODICALS TO BE ADDED TO THE LIBRARY COLLECTION.
PLEASE TYPE. REMOVE YELLOW COPY AND FORWARD ORIGINAL TO LIBRARY-ACQUISITIONS.

$1 / $2 AUTHOR (SURNAME FIRST) 1

$3 / $4 TITLE 2

EDITION 3

$5 / $6 PLACE 4

PUBLISHER 5

PUBLICATION DATE 6

$7/$8 NO. OF VOL. IN SET 7

SERIES 8

$9 SPECIAL INSTRUCTIONS 9

NO. OF COPIES 10

PRICE 11

REQUESTED BY

NAME 13

DEPT 14

DEALER'S CATALOG CITE NAME, ADDRESS, CAT. NUMBER, DATE, AND ITEM 12

AUTHORIZED BY 15

ORDER No. C

| | YES | NO | SCHR |
|---|---|---|---|
| CC 1/2 | ☐ | ☐ | |
| IPL | ☐ | ☐ | |
| CSR | ☐ | ☐ | |
| STO | ☐ | ☐ | |
| SL | ☐ | ☐ | |
| AP FILE | ☐ | ☐ | |
| BIP | ☐ | ☐ | |
| BBIP | ☐ | ☐ | |
| FB | ☐ | ☐ | |
| OTHER | | | |

LC CARD NO. 17

CALL NUMBER 18

| | MAIN | C-T | |
|---|---|---|---|
| Added Copy | ☐ | ☐ | ☐ |
| Added Vol. | ☐ | ☐ | ☐ |

19

DISPOSITION OF REQUEST

☐ Material requested is not readily available. Please return if you wish us to search further.

Request being returned because

☐ Library has Call No. noted above
☐ Title already on order as Order No. noted above
☐ Order cancelled OP OS NYP Sold No Response
☐

FORM 227-LI 8 75

**BOOK PURCHASE REQUEST**

THE UNIVERSITY OF TOLEDO LIBRARIES

Type order information in shaded area above. The latest edition will be ordered unless indicated

50

8 13 ENCUMBRANCE | 14 15 UNITS | 16 21 VENDOR

16

22 34 ISBN NUMBER | 35 37 TYPE | 38 39 SCHR | 40 41 CLM | 42 52 FUND

LIB 005

LI 14 478 30M

## Replacement Copies Procedures

Book selectors are responsible for deciding which lost or delinquent titles shall be replaced. Procedures for evaluation of titles and the routing of information about them are as follows:

A. Book Selector Responsibilities

1. Check the Shelf List for holdings.

   a. Note additional copies, if any. Note also alternate titles available in subject area.

   b. If there is no Shelf List card, go to the author-title catalog or OCLC for full bibliographic description.

   c. Check the stacks. This is necessary because the book may have been returned after the search card or circulation card was forwarded to the Coordinator for Collection Development for a replacement decision.

2. Make a judgement as to the value of the book to library users. Factors to consider include:

   a. Presence of additional copies, other editions, or alternate titles in the circulating collection.

   b. Frequency and recency of circulation.

   c. Identity of the borrowers or requestor (faculty, graduate, undergraduate, or interlibrary loan).

   d. Favorable appraisals of the title in selection tools, scholarly journals, or appropriate standard bibliographies.

3. Separate titles into those to be replaced and those not to be replaced. Return both categories to the Coordinator for Collection Development.

B. Coordinator for Collection Development Responsibilities.

1. The Coordinator for Collection Development will review the decisions and will:

   a. Return the titles not to be replaced to the Circulation Department to clear their records.

   b. Route to the Acquisitions Department the titles to be replaced.

2. The Acquisitions Department will search and create Book Purchase Request forms (BPR's).

   a. All available titles will be ordered.

   b. Unavailable titles will be returned to the Coordinator for

Collection Development for a decision to search the out-of-print market. Book selectors may be consulted on this decision.

3. The Coordinator for Collection Development will review the out-of print titles.

   a. The Coordinator for Collection Development will return titles to be searched on the out-of-print market to the Acquisitions Department for further processing.

   b. The Coordinator for Collection Development will forward information about titles not to be replaced to the Circulation Department to clear their records.

4. Scott Park replacement copies for lost and delinquent books will follow the same procedures as above. (Read Scott Park for Circulation Department).

## Guidelines for Collection Evaluation

Collection evaluation is the process of assessing the quality of a given library collection. Quality is the utility or benefit of that collection to the programs of the institution, that is, to the library's patrons and their work. In an academic library such as The University of Toledo's, the rationale for the collection lies in its relation to the requirements of the University's programs of teaching and research.

These programs, and even more, the persons who implement them in varying ways, are always changing, and there is a continuous production of new library material in all fields. Consequently, collection development is an ongoing process, and there is a continuing need to evaluate specific portions of the collection. A useful by-product of the collection evaluation process is a more detailed knowledge of library holdings. This added knowledge will contribute not only to improved collection development skills for personnel in their assigned areas of responsibility, but will enhance their reference and bibliographic instruction proficiencies as well.

Since the collection evaluation procedures are of necessity time consuming, they are usually undertaken in response to some specific felt need. Most common are direct user observations on the adequacy of the collection. Sometimes the pattern of interlibrary loan requests may indicate a need to strengthen the collection in a specific subject area. The intensity of general public interest in a topic may require verification that sufficient material is available, although this kind of pressure is more commonly associated with public rather than academic libraries.

A much more systematic analysis of need is called for. Within each discipline, it is necessary for collection development personnel to keep

abreast of changes in emphasis in the field. Moreover, they must be aware of specific alterations in scope of the courses actually offered, with the level at which those courses are taught, and with the different teaching methods used. An understanding of specific areas of current faculty and graduate student research is also necessary. To achieve this knowledge a close relationship with the departmental library representative is indispensable. Some methods for undertaking such an analysis of need are enumerated below:

1. Evaluation of the Book Collection

   a. Personal Inspection

      The simplest and oldest method of evaluating a book collection is personal inspection. This can mean either an examination of the books on the shelves, or an examination of the shelflist. The shelflist approach, of course, provides a list of the entire collection, while shelf inspection, accompanied by an examination of tables of contents, illustrations and prefaces, gives the evaluator a detailed understanding of the worth of individual items. In terms of the evaluation process this method is effective when, and only when, the evaluator has a background in the subject solid enough to make valid quality judgments on the contents of the material examined.

   b. Recent Scholarly Publications

      Another method is to identify one or more recent works of scholarship in the subject area, and use these as a basis for judging the quality and coverage of the collection.

Reviews from the relevant scholarly journals can be used to select such works. The basic question to be asked is, could the research on which the title is based have been done in this library? If the work has a comprehensive bibliography, it can be checked against the library's holdings although in some instances, checking the notes for material actually cited will be preferable, and often the only possible method. Examination of the citations can also lead to conclusions as to the type of literature most important to research in the subject, i.e., books, journals, technical reports.

c. Acquisitions Programs

If a substantial part of the required literature is lacking, a desiderata list can be produced and an acquisitions program begun to remedy the situation. Needless to say, the quality of the result is dependent upon the original choice of the work or works to be checked, and care should be taken to assure that the research involved is really central to the field.

c. Checklist Methods

i. The most common method of evaluation is to check a standard bibliography against the catalog, with items not found becoming a desiderata list.

ii. A variant is the sample check, wherein every fifth or tenth item of a standard list is checked. This produces a statistical measure of adequacy, rather than a list of needs. Thus, it can be stated that the library has a

given percentage of the material on the list, and a decision made as to appropriate remedial action.

iii. A refinement of the checklist method, usable with either a complete check or a sample, is to take the bibliographies or footnotes of works found in the initial check, and check them in turn. This is more useful with a list covering broader subject areas, as it pinpoints weak and strong subsections and investigates the presence of research material in depth. Repetition of citations should be noted, as it points out the more essential items in the field. It can also give guidance in setting priorities for acquisition.

2. Evaluation of the Serial Collection

a. While all of the above evaluation methods can also apply to serial holdings, the basic method for evaluating them is to check for titles covered in the standard indexing and abstracting services for the subject discipline. However, the more specialized services provide almost no selectivity since their aim is to be comprehensive. Complete holdings of all material indexed is neither practical not desirable in most cases.

b. More effective, though very time consuming, unless the field is covered in a citation index, is a survey of the frequency with which a given journal is cited. This provides guidance as to

which titles should be given piority for subscription, and, if dates of the cited items are noted, can assist in determining whether a back-run is needed.

c. For very narrow fields, specific articles, rather than indexes may provide a more precise base. Recent articles of importance have first to be identified, and their sources checked against the periodical collection.

d. Recent issues of a relevant annual review series can give some assistance, but usually their primary value lies in providing a quick way of expanding or updating the background of the collection development personnel rather than in identifying specific material wanted for the collection.

All of the above methods are most useful for serial holding, but may also apply to the book collection.

3. Desiderata Lists

Items not found in checking a bibliography are the basis for a desiderata list. Generally, however, such raw data requires careful editing to create a list. Factors to be considered before including an item on a desiderata list include:

a. Currency -- is the material still important, or only of historic interest?

b. Relevancy -- do the specific activities at this institution indicate a possible need for the item?

c. Language -- can the material be understood by the prospective users, both faculty and student?

d. Availability -- is the material easily procured, or only to be acquired after a long and expensive search?

e. Cost -- is the material worth the price in terms of both prospective need and the financial resources available?

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RECLASSIFICATION
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